



Rocky Mountain College Library Interlibrary Loan Request Form

Please **PRINT LEGIBLY**. Unreadable or incomplete forms will be returned.

1. Your Name..... Date.....

Status: Student Faculty Staff

E-mail address..... Phone.....

Student Box #..... Item not needed after this date.....

2. When filling out this information please do not use short forms or abbreviations.

Choose **ONE** of the following item types: **Book Request** OR **Article Request**
Please use separate forms for each request

Author.....

Title.....

Publisher.....

Place of Publication.....

Date of Publication.....

Edition.....

Author.....

Article Title.....

Journal Title.....

Volume #..... Issue #.....

Year..... Page(s).....

Verification (where did you find this information?).....

3. Most libraries in Alberta do not charge to borrow books and charge less than \$5.00 for articles. However most other Canadian libraries do charge. The typical charge is \$15.00.

If cost is involved, maximum amount you are willing to pay: \$.....

I agree to be responsible for the cost incurred in obtaining this item (as described):

Signature

4. Please read the following:

- PLAN AHEAD! Items usually take 1-3 weeks from the date of order to arrive.
- Interlibrary Loans are for course work and research purposes only.
- The usual loan period is 2-3 weeks from the date of arrival in the library. Please pick up and return books personally to the Interlibrary Loans Office.
- Many lending libraries do **not** allow renewals on ILL material. Also ILL materials may be recalled at any time by the lending library.